



## Apply for School Building Leader (SBL) or School District Leader (SDL) Internship Certificate on TEACH

The SBL and SDL Internship Certificates require a college recommendation. You must meet department specific criteria to be eligible for the college recommendation. Please do not apply for the Internship Certificate until you have received department approval to participate in a college supervised Internship experience. The college recommendation does not guarantee eligibility for the Internship Certificate. After you submit the application for the Internship Certificate, NYSED will complete an official evaluation to determine your eligibility for this certificate. Internship Certificates are valid for two years, **unless you complete or leave the SBL/SDL Program**. Once you complete or leave the program, the Internship Certificate will **no longer be valid**, regardless of the expiration date listed on TEACH. To avoid a lapse in your certification status, complete all requirements for certification, including all exam requirements well in advance of your final semester.

The NYSED eligibility requirements include:

- Enrolled in a NYS Registered School Building Leader (SBL) Program
- Completion of at least 50% of the SBL/SDL Program
- College Recommendation for the SBL/SDL Internship Certificate
- DASA Workshop
- Child Abuse Identification Workshop, Second Update
- Fingerprint Clearance

Before applying on TEACH, submit the Online Release Authorization Form found under Quick Links at [Teacher Certification Office \(www.teachercertification.buffalostate.edu\)](http://www.teachercertification.buffalostate.edu)

Go to [TEACH \(www.highered.nysed.gov/tcert/teach\)](http://www.highered.nysed.gov/tcert/teach)

Log on to TEACH with your username and password

Select "TEACH Online Services"

Select "Apply for Certificate"

Make selections from the drop boxes to select certificate title:

Area of Interest: Administration and Pupil Personnel Services,  
Subject Area: School Administration and Supervision  
Grade Level: PreK-12 All Grades,  
Title: School Building Leader or School District Leader  
Type of Certificate: Internship Certificate

Answer yes to the question regarding enrollment in or completion of an approved teacher preparation program for this title and enter the program code **33801**

If the college recommendation for this title has already been posted to your TEACH account, you will not need to enter the program code. TEACH will automatically select the pathway for this application.

Answer the moral character questions and electronically sign affidavit

Submit \$50 application fee online using a credit card

**Certification requirements are subject to change at any time and without notice**